Word mail merge (Create labels from PDS).

By creating a mail merge in Word, and then linking to a list in Excel, you can turn worksheet data such as the addresses of your customers into printable mailing labels.

1. Export the information from PDS to an Excel "csv" file.

   All the "dumps" are located in "export menu" (4>52>1>4) from the main menu. Save the files as "/usr1/pds/11/custdat.csv" example (to a place where we can find the files).

2. Copy the csv file to our PC (from lu11) and edit the list with Excel. (We might have some items in the spreadsheet that we don't want and we can limit the list in here.) Make sure we save than close the file.

3. Open Microsoft Word.

4. On the **Tools** menu, point to **Letters and Mailings**, and then click **Mail Merge Wizard**.

5. In the first two steps of the Mail Merge Wizard, select the document type and start the document. If you're creating mailing labels, click **Labels** in Step 1, and then click **Label options** in Step 2 to select the size and type of labels to print.

   For more information about these steps, see Word Help.

6. In the third step, under **Select recipients**, click **Use an existing list**, and then click **Browse**.

7. In the **Look in** list, click the folder in which you saved the CSV Excel workbook with your data, click the workbook, and then click **Open**.

8. In the **Select Table** dialog box, locate and click your list. Make sure the **First row of data contains column headers** check box is selected, and then click **OK**.

9. In the **Mail Merge Recipients** dialog box, click any column labels in your data that correspond to the Word identifiers on the left. This step makes inserting your data in the form documents easier. For more information about matching fields, see Word Help.

10. If you want to include only selected recipients in the mail merge, click **Edit recipient list** and select the recipients you want.

11. Use the rest of the wizard steps to write, add recipient information, preview, personalize, save, and print or e-mail your documents. For information about these steps, see Word Help.

   Video: http://www.youtube.com/watch?v=_9ExKwXQ3KQ
   or
   https://www.youtube.com/watch?v=HwbIW-OUUwk